

DRAFT – PENDING APPROVAL BY THE MEMBERSHIP

**MINUTES OF THE
MANAGEMENT ADVISORY COUNCIL
April 21, 2010**

Visit the MAC website at ct.gov/MAC

Peter Bucknall, MAC Chair, called the meeting to order at 9:05 a.m. Peter thanked those in attendance for their participation. He welcomed and introduced the guest speaker, Jim Palma, Partnership Specialist with the U.S. Census Bureau.

Guest Presentation

Jim Palma provided an overview of the process of preparing for and conducting the U.S. Census. There is now a toll-free number available for individuals to file their census data by phone. The number is 866-872-6868. The deadline has passed to file by mail. Home visits are scheduled to begin on May 1. Compliance is updated daily via web and Connecticut is currently at 73%.

Every Census employee will have an identification badge. If the Census employee does not have employee identification that includes a photograph, they are instructed to produce a driver's license with a photograph. They are only to ask the same ten questions that are on the mail-in Census form. The Census Bureau never asks for a social security number. If anyone claims to be a Census Bureau employee and asks for your social security number, excuse yourself and call 911. It is a crime to impersonate a government official. The Census Bureau has a long history of keeping all information confidential.

Managers need to encourage employees and clients to complete the census survey and be counted. Federal funding will be allocated based on census data. Annually, the federal government allocates \$400 billion in funding based on Census data. The number and allocation of Congressional districts are based on Census data. The Congressional reapportionment is based on population data nationwide.

The nine Partnership Specialists assigned to Connecticut have been working since January 2009 to engage over 2000 partners. Although Jim's focus has been on government agencies, other specialists have been engaging partners at the community level. Partners help to motivate their constituencies to do their civic duty. The specialist's job is to enlist trusted voices such as churches, non-profit associations, cultural organizations, and the like. The actual door-to-door census workers have been recruited from these organizations, so that the demographics would be appropriate for the neighborhoods to be canvassed.

Counting is in progress for congregate settings such as group home, college dormitories, and prisons. Beginning in May, counting in households will be conducted. The goal is to complete the count by June 30, although the fixed end date is December 31.

A brief question and answer session followed the presentation.

After a brief recess, Peter Bucknall called the business meeting to order at 10:15 a.m. Peter thanked everyone for their attendance at the guest presentation. Peter also thanked outgoing MAC members for their service, including Brenda Halpin, Sandra Hurrie, Mark Polzella, and Carl Guzzardi. New members and prospective members were welcomed, including Mark Aronowitz, Stephen Perkins, Ram Aberasturia, Stephen Romano, David Barry (pending approval of the By-Laws amendment granting membership to the State Elections Enforcement Commission), and Kathy Howe (pending approval

of the By-Laws amendment granting membership to the Office of State Ethics).

Approval of Minutes

The minutes of the March 17, 2010 meeting were approved unanimously, as submitted.

Treasurer's Report

Dave Lynn, Treasurer, reported that the balance in the treasury as of March 31 2010 is \$2,488.48. The only activity in the account has been the posting of a quarterly dividend in the amount of \$3.11. The Treasurer's report was accepted unanimously, as submitted.

Committee Reports

Credentials. Ellen Carter, MAC Credential Chair, was unable to stay for the business meeting. In her absence, Elise Kremer reported on several agency elections, as follows:

Banking:

Claudia Helfgott, Representative (no Alternate at this time)

Children and Families:

Debra Freund, Representative

Gayle Hoffman, Alternate

Comptroller:

Mark Aronowitz, Representative

Stephen Perkins, Alternate

Labor:

Ram Aberasturia, Representative

Stephen Romano, Alternate

Old Business

Speakers and Logistics. Elise reported that Elizabeth Robinson has confirmed her guest presentation at the June 16 meeting. Elizabeth directs the Employee Assistance Program at University of Connecticut Health Center's Occupational and Environmental Health Center. She will speak at 10 a.m. and her topic will be recognizing and dealing with employee stress in the workplace. Dave Lynn has spoken to Erin Choquette, Department of Administrative Services Staff Attorney, about a presentation for the Fall on the Americans with Disabilities Act and the Connecticut Fair Employment Act. Erin has developed a presentation that provides useful information not only for human resources professionals but for all managers. Confirmation of Erin's presentation is pending.

Web Site. Chris Beloff reported that the web site migration is in progress. He has been working with DoIT on an initial mock-up of the new site, which was distributed. Feedback is welcome. This will be implemented on a test site, before going live.

Communications Committee. Tom Crafa had nothing new to report.

Orientation Committee. Dave Lynn had nothing new to report.

Legislative Committee. Elise Kremer reported that many of the bills discussed earlier in the session have died. However, several that had been of interest to managers have progressed to the Senate or House calendar. These include:

Substitute Senate Bill 149, *AN ACT CONCERNING THE GOVERNOR'S POWER TO MODIFY OR SUSPEND STATUTES, REGULATIONS OR OTHER REQUIREMENTS DURING A PUBLIC HEALTH EMERGENCY*

Senate Bill 357, *AN ACT CONCERNING REDUCTIONS TO STATE CONTRACTS*

Substitute Senate Bill 359, *AN ACT CONCERNING REPORTING BY STATE AGENCIES*

Substitute Senate Bill 424, *AN ACT CONCERNING AGENCY CONSOLIDATION AND THE CREATION OF THE HEALTH AND HUMAN SERVICES CONSOLIDATION STEERING COMMITTEE AND THE EXTENSION OF A PILOT PROGRAM*

Substitute Senate Bill 467, *AN ACT ESTABLISHING THE LEAN GOVERNMENT STEERING COMMITTEE*

Substitute House Bill 5058, *AN ACT CONCERNING THE RIGHT TO ORGANIZE FOR CERTAIN STATE EMPLOYEES*

Substitute House Bill 5202, *AN ACT CONCERNING TELECOMMUTING OPTIONS FOR STATE EMPLOYEES*

Substitute House Bill 5323, *AN ACT REQUIRING STATE AGENCY AND CONTRACTOR AFFIRMATIVE ACTION PLANS TO BE SUBMITTED TO THE DEPARTMENT OF ADMINISTRATIVE SERVICES*

Substitute House Bill 5403, *AN ACT CONCERNING REVISIONS TO THE CODE OF ETHICS*

Additional detail was requested concerning Substitute House Bill 5323. This bill would transfer responsibility for reviewing, approving, and monitoring affirmative action plans submitted by state agencies from the Commission on Human Rights and Opportunities to the Department of Administrative Services (DAS). The bill would eliminate the requirement to file the plans with CHRO and instead require plans to be filed electronically with DAS, would reduce the frequency of filing from annual to biennial, and would allow agencies to file a federal affirmative action plan with DAS instead of a separate state plan. The bill would also remove CHRO from a number of aspects of contractor/bidder monitoring and monitoring of the state's supplier diversity (set-aside) program. The fiscal note on the bill documents the following: (1) there are currently 47 affirmative action or equal employment opportunity positions statewide, 2 unionized and 45 non-unionized; (2) savings would result to the extent that streamlining the affirmative action plan process would result in the elimination of these or other associated positions; (3) job security provisions through FY 11 apply to all state employee labor units which have agreed to contracts in accordance with the SEBAC 2009 Agreement; (4) this does not preclude the State from restructuring and/or eliminating non-union positions or from eliminating union positions, provided those union positions affected are transferred to another comparable job.

Managers Day 2010. Peter reported that the planning committee has been meeting and has tentatively identified several speakers. Inquiries are in process as to their availability and willingness to waive an honorarium. The theme is "Rising to the Challenge of Public Service in Connecticut". Peter asked that Chris post a "Save the Date" notice on the web site for October 1. The committee will be meeting again on April 26. Discussion is still underway about having a retirement workshop in the afternoon. Volunteers are needed for the selection committee for the Distinguished Managerial Service Awards. The following individuals volunteered: Marybeth Bonsignore, Tom Crafa, Jadwiga Gocłowski, Claudia Helfgott, Elise Kremer, and Elisa Nahas.

Other Old Business. There was no other Old Business.

New Business

Vote on Proposed By-Laws Amendment. A proposed By-Laws amendment was circulated to the membership via the list serv on March 10 and was also discussed at the March 17 meeting. The amendment would afford membership to the Office of State Ethics and the State Elections Enforcement Commission. Since a two-week notice to the membership is required when a By-Laws amendment is proposed, voting was deferred until the April meeting. There was a motion, passed unanimously to adopt the proposed amendment.

Nominating Committee. Three volunteers are needed for a Nominating Committee. The task of the Nominating Committee is to propose a slate of officers at the May meeting. Nominations will also be accepted from the floor at the May meeting. Election of officers will occur at the June meeting. The following individuals volunteered for the Nominating Committee: Ram Aberasturia, Tom Crafa, and Elisa Nahas. There was a motion, passed unanimously, to elect the Nominating Committee.

Meeting with Secretary Genuario. Peter, Elise, and Dave met with Secretary Genuario on April 20. A number of concerns were discussed, including: equity for managers, longevity payments, furlough days, salary compression, and disincentives to become managers. The Secretary reiterated that the Administration's position continues to be that any reductions or concessions should be applied equally to all state employees. The Governor's position on longevity is unchanged from what she proposed in her deficit mitigation plan during the last session: eliminate longevity for those managers who are not yet receiving payments and cap payments for those who are receiving them. Although longevity is currently addressed in the various collective bargaining agreements, the Governor has suggested that the Legislature consider removing longevity from the terms that are subject to collective bargaining in the future. The Administration has consistently taken the position that they do not support the elimination of longevity for managers in isolation, and no reduction to managerial longevity was included in the Governor's current deficit mitigation plan. The Governor's proposal on a potential retirement incentive was also discussed. The proposal is still in a planning stage, but as it stands now, it would be an early retirement incentive, so that those in the 52 or older age bracket could participate. There would be a delayed payout of accruals. The goal would be for 2,000 employees to participate, with refills limited to not more than 1 in 2 vacated positions. The Secretary noted that nothing on a potential retirement incentive was cast in stone, and that the Administration is still closely monitoring the budget situation and the receipt of revenues. The current deficit mitigation plan does not include any additional furlough days; again, the Governor's position is that if anything were done to impose additional furlough days, it should be across-the-board for all state employees. The meeting concluded with a discussion of communication. Currently, much of the information managers (including the MAC membership) receive emanates from the unions. The Secretary indicated he would give some thought about how MAC might be kept in the loop to receive information more directly.

Other New Business. There was no other New Business.

Adjournment of Business Meeting

The business meeting was adjourned at 11:00 a.m.

The list of those in attendance at the April 21, 2010 meeting is attached and is hereby made a part of these minutes.

The next meeting is scheduled for Wednesday, May 19, 2010 in Conference Room G328 at the Department of Transportation. There will be no guest speaker.

Respectfully submitted,

Elise Kremer
MAC Secretary
MAC Representative for the
Department of Public Health

MAC ATTENDANCE ROSTER
April 21, 2010

Agency	Name	Rep/Alt/Guest
Administrative Services	Dave Lynn, Treasurer	R
Banking	Claudia Helfgott	R
Comptroller	Mark Aronowitz	R
Comptroller	Stephen Perkins	A
Comptroller	Brenda Halpin	G
Consumer Protection	Elisa Nahas	R
Correction	Donald Currey	R
Correction	Bruce Gardner	G
Developmental Services	Jadwiga Gocłowski	R
Economic and Community Development	Sheila Hummel	R
Elections Enforcement	David Barry	G
Fire Prevention and Control	Adam Piskura	G
Firearm Permit Examiners	Susan Mazzocchi	G
Human Rights and Opportunities	Epi Carrasquillo	R
Labor	Ram Aberasturia	R
Labor	Stephen Romano	A
Mental Health and Addiction Services	Carl Shields	R
Mental Health and Addiction Services	Angela Levix	A
Motor Vehicles	David Ostafin	A
Policy and Management	Ellen Carter	R
Public Health	Elise Kremer, Secretary	R
Public Safety	Marybeth Bonsignore	R
Public Safety	Lt. George Battle	A
Public Utility Control	Peter O'Neil	R
Revenue Services	Tom Crafa	R
Social Services	Peter Bucknall, Chair	R
State Ethics	Kathy Howe	G
Transportation	Wanda Seldon	R
Transportation	Ben Alejandro	G
Transportation	Susan Baillargeon	G
Transportation	Phylisha Coles	G
Transportation	Denise Donato	G
Transportation	Karen Jarvis	G
Transportation	Mary Ann Levesque	G
Transportation	Nancy Malinguaggio	G
Transportation	Irma Reyes	G
Transportation	John Wallace	G
Veterans' Affairs	Chris Beloff	A